

SAC Scores Guide

How To Access Data From the Share Drive for the Faculty Use of Data Form

*One sheet must be filled out for each course.

To fill out the Faculty Use of Data Form for the indicated area for Individual Data, follow the below steps:

San Antonio College

Use of Data Report for Academic Employees (Full Time and Adjunct Faculty)

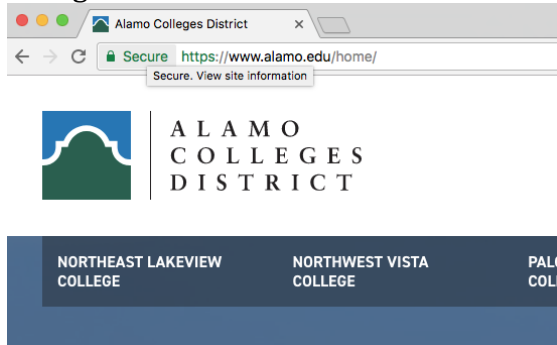
SAC Scores - September 2019

Please complete a separate document for each course you taught in the previous term. Instructions on how to gather this data are found on the second page.

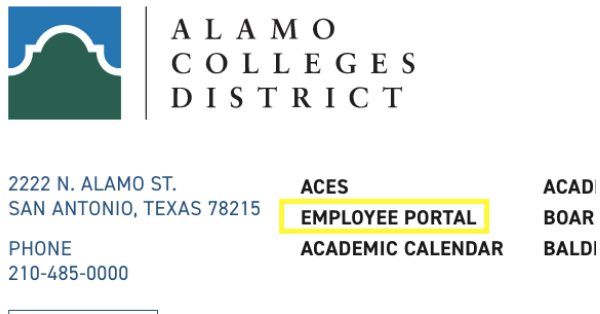
<p>Instructor Name <input style="width: 150px;" type="text"/></p> <p>Course Rubric and Number <input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/></p> <p>Number of Sections of this course taught <input style="width: 50px;" type="text"/></p>	<p>Course <input style="width: 150px;" type="text" value="SAC Location"/></p> <p>Mode <input style="width: 150px;" type="text" value="Hybrid"/></p>
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	INDIVIDUAL DATA: Consider only your course section(s) of the above		Evaluation	DISCIPLINE DATA: Consider all the discipline course sections data
Performance Indicators		PGR	Retention	
	ALL students	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
	Male	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
	Female	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
	Hispanic	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
	Non-Hispanic White	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
	Non-Hispanic African American	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
	Non-Hispanic Other	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
	Veterans	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
	Econ. Disadv. (Pell Recipients)	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
SLOs	INDIVIDUAL DATA-SLOs: Identify the SLOs in your course that fall below 70% (Exceeds + Meets)			
	Click here to Run your SLO by Term Report Click here to Run your SLO by Course Report			
Strategic Planning	Please answer following questions regarding your identified course based on data above			
	Most Successful Performance Indicator from above is:			
	Least Successful Performance Indicator from above is:			
Plan for Improvement of this Performance Indicator is:				

1. Log into www.alamo.edu



2. Scroll to the bottom of the page and click "Employee Portal"



3. Click "Access AlamoShare"

Enter your Username and Password, then login

AlamoShare

Access and share internal documentation in AlamoShare.

Log in with these credentials:

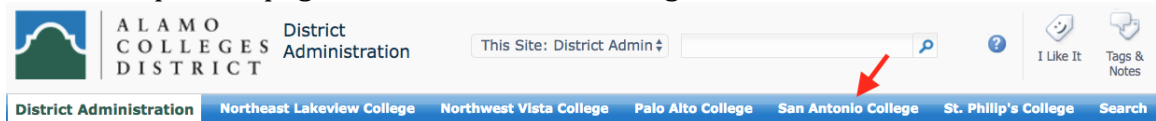
Name: {domain}\{your user id}
(Example: district\jdoe32)

Password: {your computer password}

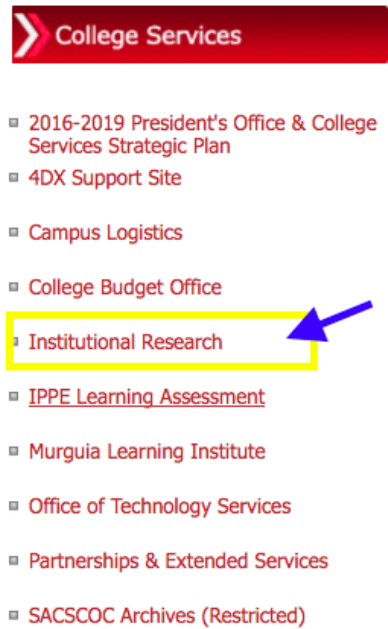
[Access AlamoShare](#)



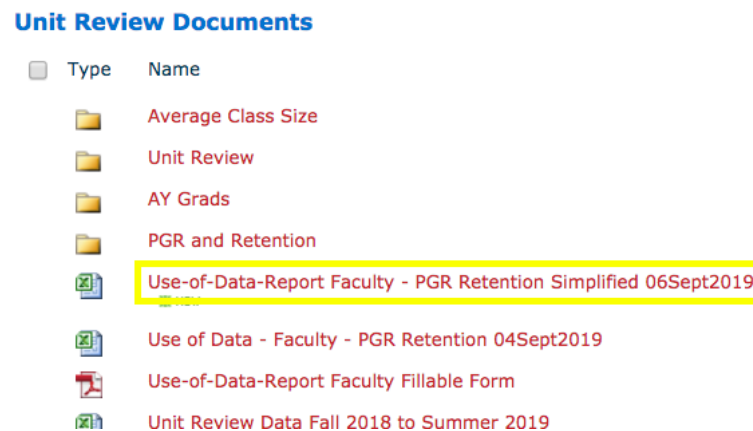
4. At the top of the page, click “San Antonio College”



5. Under College Services, click “Institutional Research”



6. Under Review Documents, click on the file “Use-of-Data-Report Faculty – PGR Retention Simplified 06Sept2019”



7. Scroll up/down to find your Subject(s) and Course(s)
 Scroll left/right to find the data points for the course(s)
 Columns D-F (Black) – ALL Students
 Columns G-I (Blue) – Males
 Columns J-L (Red) – Females
 Columns M-O (Green) – Hispanics
 Columns P-R (Black) – Non-Hispanic Whites
 Columns S-U (Black) – Non-Hispanic African Americans
 Columns V-X (Black) – Non-Hispanic Other
 Columns Y-AA (Orange) – Veterans
 Columns AB – AD (Brown) – Econ Disadvantaged

PGR and Retention by Course and Instructor for Academic Year 2018-19											
SUBJECT	COURSE	INSTRUCTOR	ALL			Male			Female		
			ENROL_	PGR_	RETENTION_	ENROL_	PGR_	RETENTION_	ENROL_	PGR_	RETENTION_
ACCT	2301	Ansboury, Pamela K.	76	90.8%	97.4%	37	81.1%	94.6%	39	100.0%	100.0%
ACCT	2301	Blake, Frederick L.	68	82.4%	86.8%	41	75.6%	80.5%	27	92.6%	92.6%
ACCT	2301	Blizzard, Susan T.	122	81.1%	88.5%	55	82.6%	90.9%	67	79.1%	79.1%

8. Fill in the fields on your Use of Data Form with the data points

Continue to next page

To fill out the Faculty Use of Data Form for the indicated area for Discipline Data, follow the below steps:

San Antonio College

Use of Data Report for Academic Employees (Full Time and Adjunct Faculty)

SAC Scores - September 2019

Please complete a separate document for each course you taught in the previous term. Instructions on how to gather this data are found on the second page.

<p>Instructor Name <input style="width: 150px;" type="text"/></p> <p>Course Rubric and Number <input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/></p> <p>Number of Sections of this course taught <input style="width: 50px;" type="text"/></p>	<p>Course <input style="width: 100px;" type="text" value="SAC Location"/></p> <p>Mode <input style="width: 100px;" type="text" value="Hybrid"/></p>
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Performance Indicators	INDIVIDUAL DATA: Consider only your course section(s) of the above	PGR	Retention	Evaluation	DISCIPLINE DATA: Consider all the discipline course sections data	PGR	Retention
	ALL students	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>		<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
	Male	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>			<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
	Female	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>			<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
	Hispanic	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>			<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
	Non-Hispanic White	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>			<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
	Non-Hispanic African American	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>			<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
	Non-Hispanic Other	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>			<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
	Veterans	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>			<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>
	Econ. Disadv. (Pell Recipients)	<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>			<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>

SLOs	<p>INDIVIDUAL DATA-SLOs: Identify the SLOs in your course that fall below 70% (Exceeds + Meets)</p> <p>Click here to Run your SLO by Term Report Click here to Run your SLO by Course Report</p> <div style="height: 60px; border: 1px solid black; margin-top: 5px;"></div>
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Strategic Planning	<p><i>Please answer following questions regarding your identified course based on data above.</i></p> <p>Most Successful Performance Indicator from above is:</p> <div style="height: 40px; border: 1px solid black; margin-top: 5px;"></div>
	<p>Least Successful Performance Indicator from above is:</p> <div style="height: 40px; border: 1px solid black; margin-top: 5px;"></div>
	<p>Plan for Improvement of this Performance Indicator is:</p> <div style="height: 40px; border: 1px solid black; margin-top: 5px;"></div>

9. At the bottom of the spreadsheet, click on the tab “by Course”

15	ANTH	2302	45	86.7%	91.1%	31	93.5%	93
16	ANTH	2346	48	66.7%	70.8%	21	47.6%	52
17	ANTH	2351	59	71.2%	89.8%	24	66.7%	91
18	ARCH	1301	230	69.6%	87.4%	138	65.2%	86
19	ARCH	1302	42	83.3%	92.9%	21	85.7%	95
20	ARCH	1303	138	76.1%	87.0%	78	69.2%	83
21	ARCH	1304	77	88.3%	92.2%	41	90.2%	95
22	ARCH	1307	138	78.3%	83.3%	78	74.4%	80
23	ARCH	1308	77	87.0%	93.5%	41	85.4%	95
<div> by Course and Instructor by Course </div>								

10. Scroll up/down to find your Subject(s) and Course(s) data by Course

Scroll left/right to find the data points for the course(s)

Columns D-F (Black) – ALL Students

Columns G-I (Blue) – Males

Columns J-L (Red) – Females

Columns M-O (Green) – Hispanics

Columns P-R (Black) – Non-Hispanic Whites

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Columns V-X (Black) – Non-Hispanic Other

Columns Y-AA (Orange) – Veterans

Columns AB – AD (Brown) – Econ Disadvantaged

PGR and Retention by Course for Academic Year 2018-19													
SUBJECT	COURSE	All			Male			Female			Hispanic		
		ENROL_	PGR_	RETENTION	ENROL_	PGR_	RETENTION	ENROL_	PGR_	RETENTION	ENROL_	PGR_	RETENTION
ACCT	2301	635	79.2%	87.7%	332	76.2%	85.8%	303	82.5%	89.8%	392	78.8%	87.5%
ACCT	2302	425	91.1%	96.5%	212	90.6%	96.2%	213	91.5%	96.7%	266	91.4%	96.2%

11. Fill in the fields on your Use of Data Form with the data points

Continue to next page

To fill out the Faculty Use of Data Form for the indicated area for Individual Data - Evaluation, follow the below steps:

San Antonio College

Use of Data Report for Academic Employees (Full Time and Adjunct Faculty)

SAC Scores - September 2019

Please complete a separate document for each course you taught in the previous term. Instructions on how to gather this data are found on the second page.

<p>Instructor Name <input style="width: 150px;" type="text"/></p> <p>Course Rubric and Number <input style="width: 50px;" type="text"/> <input style="width: 50px;" type="text"/></p> <p>Number of Sections of this course taught <input style="width: 50px;" type="text"/></p>	<p>Course <input style="width: 150px;" type="text" value="SAC Location"/></p> <p>Mode <input style="width: 150px;" type="text" value="Hybrid"/></p>
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	INDIVIDUAL DATA: Consider only your course section(s) of the above	PGR	Retention	Evaluation	DISCIPLINE DATA: Consider all the discipline course sections data	PGR	Retention
Performance Indicators	ALL students	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>		<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
	Male	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>		<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
	Female	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>		<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
	Hispanic	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>		<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
	Non-Hispanic White	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>		<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
	Non-Hispanic African American	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>		<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
	Non-Hispanic Other	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>		<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
	Veterans	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>		<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
	Econ. Disadv. (Pell Recipients)	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>		<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>

SLOs	<p style="font-size: x-small;">INDIVIDUAL DATA-SLOs: Identify the SLOs in your course that fall below 70% (Exceeds + Meets)</p> <p style="font-size: x-small;">Click here to Run your SLO by Term Report Click here to Run your SLO by Course Report</p> <div style="border: 1px solid black; height: 150px; margin-top: 5px;"></div>
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Strategic Planning	<p style="font-size: x-small;">Please answer following questions regarding your identified course based on data above.</p> <p>Most Successful Performance Indicator from above is:</p> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div> <p>Least Successful Performance Indicator from above is:</p> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div> <p>Plan for Improvement of this Performance Indicator is:</p> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>
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12. Follow Steps 1-5 from above (pages 2-3)

Under Review Documents, click on the file “Blue Course Evaluation – Fall 2018 Spring 2019 30Aug2019”

Unit Review Documents

Type	Name
	Average Class Size
	Unit Review
	AY Grads
	PGR and Retention
	Use-of-Data-Report Faculty - PGR Retention Simplified 06Sept2019
	Use of Data - Faculty - PGR Retention 04Sept2019
	Use-of-Data-Report Faculty Fillable Form
	Unit Review Data Fall 2018 to Summer 2019
	PGR_Retention_Fall2018_Summer2019
	2018-2019_Grads
	Blue Course Evaluation - Fall 2018 Spring 2019 30Aug2019

13. Scroll up/down to locate your ACES ID. Click on your ACES ID.

Instructor
aalaniz
aaviles
abernal
abreaux4
abudzinski
acantu20
aclick3
acoldwater

14. Locate your average rating on the blue Grand Total line. [Max score is a 4]

201920	LGLA 2333 003-35237	ehaan	20	60.0%	3.73
201920	LGLA 2335 001-23512	ehaan	18	22.2%	3.30
201920	POFT 1231 001-18711	ehaan	16	43.8%	2.94
Grand Total				44.5%	3.61

D. Fill in the Evaluation box on your Use of Data Form

Continue to next page

Now you are to answer the questions at the bottom of the Use of Data Form. Once complete, please submit to your Program Coordinator.

San Antonio College

Use of Data Report for Academic Employees (Full Time and Adjunct Faculty)

SAC Scores - September 2019

Please complete a separate document for each course you taught in the previous term. Instructions on how to gather this data are found on the second page.

Instructor Name	<input style="width: 100%;" type="text"/>	Course	<input style="width: 100%;" type="text"/>
Course Rubric and Number	<input style="width: 50%;" type="text"/>	Mode	<input style="width: 100%;" type="text"/>
Number of Sections of this course taught	<input style="width: 50%;" type="text"/>		

	INDIVIDUAL DATA: Consider only your course section(s) of the above	DISCIPLINE DATA: Consider all the discipline course sections data																																																																						
Performance Indicators	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 15%;">PGR</th> <th style="width: 15%;">Retention</th> <th style="width: 40%;">Evaluation</th> </tr> </thead> <tbody> <tr><td>ALL students</td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td>Male</td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td><td></td></tr> <tr><td>Female</td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td><td></td></tr> <tr><td>Hispanic</td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td><td></td></tr> <tr><td>Non-Hispanic White</td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td><td></td></tr> <tr><td>Non-Hispanic African American</td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td><td></td></tr> <tr><td>Non-Hispanic Other</td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td><td></td></tr> <tr><td>Veterans</td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td><td></td></tr> <tr><td>Econ. Disadv. (Pell Recipients)</td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td><td></td></tr> </tbody> </table>		PGR	Retention	Evaluation	ALL students	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Male	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		Female	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		Hispanic	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		Non-Hispanic White	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		Non-Hispanic African American	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		Non-Hispanic Other	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		Veterans	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		Econ. Disadv. (Pell Recipients)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 15%;">PGR</th> <th style="width: 15%;">Retention</th> </tr> </thead> <tbody> <tr><td></td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td></td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td></td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td></td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td></td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td></td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td></td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td></td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td></td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td></tr> </tbody> </table>		PGR	Retention		<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
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SLOs	INDIVIDUAL DATA-SLOs: Identify the SLOs in your course that fall below 70% (Exceeds + Meets) Click here to Run your SLO by Term Report Click here to Run your SLO by Course Report <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>																																																																							
Strategic Planning	Please answer following questions regarding your identified course based on data above. Most Successful Performance Indicator from above is: <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>																																																																							
	Least Successful Performance Indicator from above is: <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>																																																																							
	Plan for Improvement of this Performance Indicator is: <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>																																																																							
Comments: <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>																																																																								